

STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-294T OPENING DATE: 29-Jun-2018 CLOSING DATE: 18-Jul-2018

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

**Production Controller, GS-1152-7/9, E-1/PVT - E-9/SGM, Warrant Officer Cadet/WOC - W-2/CW2,
MPCN: 5121-015**

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☒ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: GS-09

SALARY RANGE:
\$42,699.00-\$67,899.00 PA

SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Field Maintenance Shop (FMS) # 1, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on funding availability/no longer encumbered. acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, and must possess the following AFSC/MOS: 91, 92, and 94 series or WOMOS: 91, 92, or 94 series.

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

- NOTE: Must be able to gain and maintain access to the AZ-ARNG network.
- NOTE: Must possess or be able to obtain required GCSS-Army certification within 15 days of hire date.
- NOTE: Must be able to maintain access to GCSS-Army.
- NOTE: Must possess and be able to maintain a valid State driver license.
- NOTE: Must submit ERB to verify possession of MOS.
- NOTE: Recommend submittal of all completed GCSS certificates of training.
- NOTE: Promotion potential to GS-9.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Practical knowledge of production control procedures, maintenance management, and current Army automation support programs (GCSS-Army) procedures and operations sufficient to collect, compile, correlate, and maintain production data.
2. Comprehensive knowledge of supply procedures, maintenance operations and workflow, equipment reporting, policies, regulations, and procedures governing operations maintenance support operations.
3. Knowledge of the Army Records Information Management System (ARIMS) in order to establish, organize, and maintain a filing system.
4. Practical knowledge of classes of supply, administrative procedures, and procurement processes used within the maintenance field to requisition repair parts, tools, shop supplies and equipment and to manage excess and unserviceable turn-in requirements. Ability to effectively budget CL III and IX funds for each supported unit to maximize equipment readiness.
5. Ability to use reference sources such as GCSS, FEDLOG, technical manuals, stock lists, manufacturer drawings or other publications to requisition, identify, or select items for issue or turn-in. Experience in correctly identifying nomenclature and stock number of items in order to locate, issue, or requisition.
6. Working knowledge of logistic and military reference web sites to aid in maintenance management and production control operations.

7. Comprehensive knowledge of current Army automation support programs, specifically GCSS-Army, to input equipment and work order data, provide status of equipment, monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

8. Working knowledge of unit readiness, reconciliations, equipment-reporting requirements, reportable systems management as prescribed by the current regulation. Ability to use current automation programs to produce readiness reports with a high degree of accuracy.

9. Ability to complete complex, detail oriented projects within established timelines requiring the use of time management, prioritization and multi-tasking skills.

10. Ability to communicate effectively, both orally and in writing, to outside agencies and higher echelon commands.

SPECIALIZED EXPERIENCE:

GS-7: Must have at least 18 months experience, education or training working with people from various levels and backgrounds. Experience with a general knowledge of the functions and procedures of production control, records, references, and techniques for developing production control data. Experience assisting or maintaining workflow.

GS-9: Must have at least 36 months experience, education or training preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes. Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

BRIEF JOB DESCRIPTION: This position is located at the FMS #1, Phoenix, Arizona. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility, and to provide guidance and oversight in maintenance operations, property accountability, and readiness reporting. Using readiness, production and management reports available from the current automation support program and/or manual system, provides status of equipment, maintenance actions in progress, and location of equipment as required or requested. Responsible for data input of work order information, status changes, supply updates, and other pertinent information. Makes on-the-spot adjustments to repair priorities necessitated by unscheduled maintenance requirements. Performs demand analysis on unit CL IX expenses to determine proper stockage to sustain unit mission requirements. Using the current automation support system, authorizes the acceptance of equipment for repair; monitors work priorities, current status, and completion of work orders; requisitions and provides status of repair parts; and assures the effective utilization of maintenance personnel. Provides both standard and ad hoc reports on the status of work orders to the supervisor and/or units. Assists supervisory personnel regarding readiness, CL IX funding, production problems and work planning. Assists in the resolution of problems encountered between scheduled or unscheduled production or priority requirements. Coordinates with units and other support activities concerning the delivery, status of repair operations, and/or pick up of completed work orders. Coordinates with logistical personnel, equipment specialists, higher ranked management officials, item managers at depots concerning critical shortages of repair parts required to support the maintenance repair program. Provides technical guidance and oversight to a lower-graded Production Controller. May provide guidance and oversight of mechanics, Tools and Parts Attendants, or other positions assisting in the maintenance production or maintenance management processes. Ensures that required reports are submitted to units and higher headquarters in a timely manner. Performs other duties as assigned.

SELECTING OFFICIAL: CW3 Tracey Lyn Tibbetts
